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## Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Leslye Corsiglia  
Sara L. Hensley

**SUBJECT:** SEE BELOW

**DATE:** January 31, 2003

Approved

Date

1. 4. 03

### INFORMATION

**SUBJECT: PUBLIC HEARING TIMELINE FOR THE CONSOLIDATED PLAN  
ANNUAL ACTION PLAN FOR FY 2003-04.**

### SUMMARY

This memo serves to inform the Mayor and City Council about the timelines and hearing schedule for public meetings and Council participation for the Consolidated Annual Plan, which outlines a community's plan for addressing its housing and community development needs and is a prerequisite for federal housing funding. This federally mandated report, prepared by the Housing Department and the Department of Parks, Recreation and Neighborhood Services, is updated each year for the Housing and Urban Development (HUD) Department.

### BACKGROUND

In 1990 then President George Bush signed the National Affordable Housing Act of 1990 (the Act), which reaffirmed the national commitment to provide decent, safe and sanitary housing for all. The Act restructured existing federal programs and required that jurisdictions providing matching funds ensure community participation and partnership.

The centerpiece of the Act is the Consolidated Plan, which outlines a community's plan for addressing its housing and community development needs and is a prerequisite for federal housing funding.

The federal government requires that cities annually combine the following federal documents into one Consolidated Plan submission:<sup>1</sup>

<sup>1</sup> It does not combine the programs themselves.

1. The **Emergency Shelter Grant** application, a program that provides matching formula grants to help pay for the renovation of buildings used as emergency shelters, for shelter operating expenses and for other essential services to the homeless;
2. The **HOME Investment Partnership Program** Description, a block grant-type program that provides financial assistance to help increase the supply of affordable rental and homeownership housing for low-income households, through the acquisition, rehabilitation or construction of affordable housing, or through the provision of tenant-based rental assistance;
3. The application for the **Housing Opportunities for People with AIDS Program (HOPWA)**, a program that provides local jurisdictions and nonprofits with resources and incentives to devise long-term strategies for meeting the housing needs of individuals with AIDS and their families; and
4. The **Community Development Block Grant (CDBG)** Final Statement, a program that supports the development of viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities, principally for low- and moderate-income households.

## **ANALYSIS**

The preparation of the Consolidated Plan is guided by the following three major commitments and priorities expressed by HUD:

- To provide decent housing by assisting the homeless in obtaining appropriate housing; by preserving the affordable housing stock; by increasing the availability of permanent housing that is affordable to lower-income households without discrimination; and by increasing the supply of supportive housing for those with special needs.
- To provide a suitable living environment by improving the safety and livability of neighborhoods; by reducing the isolation of income groups within an area through de-concentration of housing opportunities and revitalization of deteriorating neighborhoods; by restoring and preserving properties of architectural, historic or aesthetic value; and by conservation of energy resources.
- To expand economic opportunities by creating jobs accessible to lower-income persons; by providing access for lower-income households to mortgage financing and credit for development activities that promote long-term community viability; and by empowering lower-income persons to achieve self-sufficiency to reduce poverty in federally-assisted and public housing.

To meet these objectives, the Consolidated Plan must include the following six components:

- (1) A housing and homeless needs assessment;
- (2) A housing market analysis;

- (3) An analysis of the priority needs and strategies and objectives to meet those needs, including both housing needs and non-housing community development needs;
- (4) An action plan, including a discussion of general priorities for the use of HOME, HOPWA, ESG funds and a list of the proposed projects to be funded under the CDBG program;
- (5) Certifications; and
- (6) A monitoring plan.

Every five years, the federal government requires that the entire document be updated. During the intervening years, only the Annual Plan must be submitted for approval, along with any substantial changes to the rest of the text. The FY 2000-05 Consolidated Plan includes all of the required sections and includes information for a five-year time span. Last year's Annual Action Plan covered FY 2002-03. This year, only the Annual Action Plan will be submitted for FY 2003-04.

### **COMMUNITY OUTREACH**

The Consolidated Plan regulations require that jurisdictions hold two public hearings for the Consolidated Plan – one hearing before the Plan is prepared in order to gain public comments on the community's needs and one after the Plan is published for citizen review. The federal government also requires a 30-day review period to receive public comments on the Plan. Finally, there must be a summary of the Plan published in local newspapers, with information regarding where the public may review the entire Plan.

The City of San José routinely holds more public hearings than required by the federal government. For the 2003-04 Annual Action Plan, the City will hold eight hearings. Those hearings held by the Housing Advisory Commission (HAC) are noticed in several languages to ensure the broadest representation possible. The City sends individual invitations for each of the hearings to nearly 400 organizations and individuals concerned about affordable housing issues. The CDBG steering committee also holds public hearings throughout the project selection process for CDBG funding.

The public review and comment period begins on March 29, 2003, and ends on April 29, 2003. The final Council Hearing will be held on April 29, 2003, at which time it is anticipated that the Council will consider all input received to date and adopt the final draft according to its recommended modifications.

The dates for the Housing Advisory Commission (HAC) assume that the current second Thursday of each month schedule is maintained. Should the HAC change its regular meeting schedule, dates for its ConPlan hearings will change accordingly.

HONORABLE MAYOR AND CITY COUNCIL

January 31, 2003

**Subject: Public Hearing Timeline for the Consolidated Plan Annual Action Plan for FY 2003-04**


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## **COORDINATION**

Preparation of this report has been coordinated with Department and the City Attorney's Office.

## **FISCAL IMPACT**

Without an approved Consolidated Plan, the City of San José will not be eligible to receive housing and community development funds – including CDBG, HOME, HOPWA and ESG funds – from the federal government.

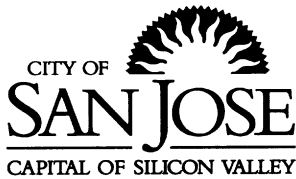
  
for SARA L. HENSLEY  
Director of Parks, Recreation  
And Neighborhood Services

  
LESLYE CORSIGLIA  
Director of Housing

Attachments

	SEPT	OCT	NOV	DEC	JAN 03				FEB 03				MAR 03				APR 03				MAY 03			
					1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Public Hearing before the CDBG Steering Committee on criteria	9/9																							
CDBG applications available		10/15																						
CDBG applications due				12/9																				
CDBG Project interviews																								
CDBG Steering Committee hearings on proposed projects								1/27	2/1	2/8														
Draft ConPlan - minus CDBG																								
Housing needs hearing - Housing Advisory Commission <sup>1</sup>										2/13														
Inter-Departmental review of draft																								
CDBG Steering Committee reviews application ratings and updates report on placed projects													3/3											
CDBG Steering Committee's recommendation is released													3/10											
Additional hearing on housing needs before the HAC, if necessary													3/13											
Release public draft of ConPlan																3/29								
Required 30-day public review																								
First Council hearing on ConPlan																	4/1							
Revisions to ConPlan																								
Housing Advisory Commission hearing on ConPlan																	4/10							
Final Council hearing on ConPlan																				4/29				
Final revisions, certifications and printing																								
Submit ConPlan to HUD																								5/15

<sup>1</sup> This timeline is assuming the Housing Advisory commission will continue to meet on the second Thrusday of each month during 2003. This time and date may change due to new committee members.



PLEASE POST

**NOTICE OF HEARINGS ON THE CONSOLIDATED PLAN  
ANNUAL ACTION PLAN FOR 2003-2004  
AND CALL FOR INFORMATION**

**THIS NOTICE IS TO ANNOUNCE THAT A HEARING ON AFFORDABLE HOUSING NEEDS WILL BE HELD FEBRUARY 13, 2003, BEFORE THE HOUSING ADVISORY COMMISSION AT THE DEPARTMENT OF HOUSING, 4 NORTH SECOND STREET, SUITE 1350, SAN JOSÉ, CA 95113 AT 5:30 PM. HEARINGS ON THE USE OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FOR COMMUNITY DEVELOPMENT NEEDS WILL BE HELD ON JANUARY 27, FEBRUARY 1 AND FEBRUARY 8, 2003 AT THE FIRE TRAINING CENTER, 255 S. MONTGOMERY STREET IN SAN JOSÉ.** Come give your views on affordable housing and community development needs in San José at these meetings. Your input will help shape the City's development of the federally required Consolidated Plan Annual Action Plan.

Once the City has heard comments on housing needs, it will then draft the 2003-2004 Consolidated Plan Annual Action Plan, which outlines the City's housing and community development needs and provides a one-year action plan to address those needs. The following table highlights the schedule for the completion of the Consolidated Plan Annual Action Plan:

What?	Who?	Where?	When?
Hearing on housing needs	Housing Advisory Commission	4 N. Second St., Suite 1350	February 13, 2003 5:30 p.m.
Hearing on CDBG Applications	CDBG Steering Committee	Fire Training Center , Large Classroom 255 S. Montgomery St.	January 27, 2003 5- 9 p.m. February 1 and 8, 2003 8 a.m.- 5 p.m.
Discussion and Approval of CDBG Recommendations to City Council	CDBG Steering Committee	City Hall, Room 204, 801 N. First St.	March 10, 2003 7 p.m.
Potential additional hearing on housing needs	Housing Advisory Commission	To Be Determined	March 13, 2003 5:30 p.m.
Draft document available for review	Housing Department	4 N. Second St., Suite 1350	March 28, 2003
First City Council hearing	City Council	City Hall, City Council Chambers	April 1, 2003
Housing Advisory Commission hearing on draft document	Housing Advisory Commission	4 N. Second St., Suite 1350	April 10, 2003
Final City Council hearing	City Council	City Hall, City Council Chambers	April 29, 2003

**COMMUNITY INPUT ABOUT HOUSING NEEDS IN SAN JOSE IS GREATLY APPRECIATED.** Specifically, we are looking for your input on the housing needs of seniors, people who are disabled, and other special needs groups. Information can be provided verbally at one of the hearings noted above, or in writing. For questions about the Consolidated Plan and its schedule, call Melissa Whatley, Development Officer at the Department of Housing (408-277-2241). Persons needing special assistance under the Americans with Disabilities Act should call at least 48 hours prior to any hearing to ensure that their needs can be appropriately accommodated.

**PARA RESIDENTES QUE HABLAN ESPANOL:** Esta información sobre los Programas de Vivienda de la Ciudad de San José puede ser muy importante para Usted. Por favor traduzca este boletín.

**CƯ DÂN NÓI TIẾNG VIỆT:** Bản công cáo về chương trình đầu tư gia cư năm năm này có thể quan trọng đối với bạn. Xin hãy nhờ người chuyển ngữ cho bạn.